

Friday, 15 January 2021

To all members of the Cardiff Sixth Form College community,

As ever, I wish to thank all of you who have taken the time to write to us, thanking us for everything that has been done in response to the current situation. This week's update will be brief as it is accompanied by:

1. A full report on the recent, privately-sourced testing of all asymptomatic members of the Cardiff Sixth Form College Community
2. The latest update of our Reopening & Continuity Policy.

The delay in the release of the policy (due last week) is down to the rapid-change in the situation, last week. The First Minister for Wales announced on Monday (04 Jan) of a move to online learning until 18 January. On Friday (08 Jan) this delay was extended until at least 29 January, when it will be reviewed. We continue to work in this context and prepare ourselves for a full return to college at the earliest opportunity.

The positive test results, uncovered by our recent round of asymptomatic testing have highlighted a number of things, as developed in the attached report. Firstly, by conducting this round of testing (something that schools are not required to do) we safeguarded the entire community by recognising the situation and acting quickly. Secondly, the entire community has realised that everyone must now take full responsibility for responding to this and ensuring that we have no further incidents such as this. The response of the student body has been wonderful, in this regard. I hope that you find the report helpful and informative – it highlights our ongoing desire to be open and transparent as we work together as one community to ensure the health and wellbeing of everyone and the ability of all students to learn effectively.

In the report, I have added an extended section on how Covid19 has impacted on public examinations. I consider the events of 2020 in an attempt to set the stage for this summer's AS/A Levels. UK and Welsh Governments will undoubtedly look to ensure that the qualifications given to students this year will be robust and reliant on the most accurate data which we continue to anticipate will be a combination of in-school assessments and work completed by the students that schools can certify is the work of the student.


This week, Mr Collier and I met with all Heads of Independent Schools in Wales along with representatives of Welsh Government. We continue to ask the questions that students and parents are asking and we continue to lobby on behalf of the best interests of students. When we have answers, we will inform and adapt. Until then, we will continue to act in good faith and in the best interests of everyone. To that end, we are in the process of devising a system of assessment which we will look to ensure is robust, workable and accessible for students. More on this to follow and in the meantime, we ask that students patiently await further information whilst continuing to strive for excellence in all of their work.

Finally, may I once again stress the need for everyone to focus on their own wellbeing. Daily exercise is a fundamental aspect of this and our staff have carefully assessed areas of Cardiff we consider it safe to exercise in. Students can also exercise in their rooms and I pay tribute to prefects who are devising ways of advising students in how to do this, just as our boarding staff have already done. Hydration and nutrition are equally important and I have reminded students to take their meals in the canteen when they are able to. Freshly-prepared food is an important part of their daily routine and it is safe to visit the canteen. Sleep, similarly, plays a fundamental part as does keeping in touch with friends and family. Finally, focusing on intellectual development (including GCSE/A Level studies but not exclusively so) is a great way to keep the mind focused and allow it to develop.

Please do take care to read the Reopening and Continuity Policy. From the outset, this document (first released in May 2020) has been designed to be a dynamic, working document which will change according to circumstance. Moreover, we have always encouraged consultation and feedback – indeed the ability to develop policy as a result of input from knowledgeable parents with expertise in specific fields, has been wonderfully reassuring.

I was asked recently, by a 9-year-old with the same surname as me (!) *'is it always like this?'* The question came at the end of a news broadcast which had highlighted the numerous stories from around the world involving political unrest, global health and climate instability. My best answer was 'no' – these are indeed unique times that our children are living through and it is my belief that they require strong leadership in order to achieve the brighter futures that they deserve. Further, that they must be able to look back and know that they played their part – that they were a part of the solution, not the problem. It is my firm belief that by continuing to work together as a community, we can achieve just that.

Yours faithfully,



Tom Arrand
Head of Cardiff Sixth Form College

Testing for Covid19 – January 2021

In January 2021, a full round of private testing for Covid19 was instigated at Cardiff Sixth Form College. At the time of the test, no students or staff reported any symptoms to the college. The guidance in the UK is that an NHS test should be sought if an individual has a recognised symptom. Therefore, without this round of private testing of asymptomatic individuals, we would be working to the assumption that no members of the community had the virus.

Positive cases were discovered, enabling the college to act quickly in isolating those cases and their contacts whilst putting in place a second round of testing for all negative cases who were not contacts. Deep cleaning of all areas of the college was ongoing and remains in place.

Cardiff Sixth Form College chooses to share this summary of the testing outcomes with the community in a spirit of openness and transparency and, as an independent organisation using a privately-sourced testing programme, is under no obligation to do so. Individual test results are, of course, shared with individuals.

Our findings from the first and second round are below (as 13/01/21) and testing is ongoing.

Round 1 of testing

CSFC Staff	=	0% positive
SBC Staff	=	0% positive
Local students	=	1% positive
Boarders who spent Christmas in the UK	=	10% positive
Boarders who joined the SBC programme	=	22% positive
Boarders who travelled overseas*	=	30% positive

**a small number are yet to return*

No students who tested positive displayed any symptoms, met the criteria for an NHS test or required any medical intervention.

A second round of testing was immediately put in place for CSFC staff who continue to work in direct contact with boarders and all boarders who had tested negative in Round 1.

Round 2 of testing

CSFC Staff (direct contact with students)	=	0 (zero) positive cases
Boarders (already isolated as contacts)	=	2 positive cases

Once all positive cases have completed the required isolation period, they are considered technically negative. Current guidance is clear that the ten-day isolation period from the day of the positive test result or the onset of the first symptoms, clears the individual to be able to return from isolation. They must continue to act with caution, follow all appropriate measures to limit any contact and seek a test (and isolate) as soon as they experience any symptoms. They may continue to test positive due to residual, non-contagious traces of the virus remaining in their system.

Percentage of current boarders in situ currently required to isolate = 3% (15/01/2021)

97% of boarders in our care have returned a double negative test result or completed their ten-day isolation as advised by the National Health Service (15/01/2021).

Conclusions

- The testing process, put in place as part of our due diligence to ensure a covid-secure college, was a success in that it identified asymptomatic cases of Covid19, enabling us to act quickly and safeguard all students and staff.
- No student has left isolation unless they have received a double negative test result and/or completed the mandatory ten-day isolation period required if testing positive.
- CSFC published a policy to ensure a safe return to college for the Spring term. This policy included the testing process outlined in this document. To summarise:

	Policy outline	Conclusion
SBC boarders	Tested at the start of term to ensure safe to return to college	22% of students on the SBC course tested positive, asymptomatic. All students asked to self-isolate pending second test result and full sanitization of college facilities Students who tested positive isolated for the required duration. Contacts of students who tested positive isolated for the required duration and did not leave isolation until a second negative test result was confirmed.
UK-based boarders	Tested twice at the start of term during a short isolation of 5-7 days to ensure safe to return to college	Boarders who remained in the UK were immediately isolated on return. Two rounds of testing confirmed 10% were positive for Covid19. These students isolated for 10 days and had no contacts in the boarding community. All other students in this category confirmed a second negative test result and were able to leave isolation.
International travellers	Tested and isolated for 10 days as per Wales international travel requirements	Students who travelled overseas for Christmas were returned to college on CSFC transport as per the policy and immediately isolated for ten days. 30% of these students tested positive for Covid19.
Local students	Tested at the start of term to ensure safe return to college	Local students were under the supervision of their parents over Christmas. 1% returned a positive Covid19 test result and isolated for 10 days, along with their household. Local students will be tested again prior to re-joining the college community.

- Covid19 is a highly-transmissible virus which will spread quickly unless all measures are followed.
- Younger people are less likely to show symptoms or to become unwell. This presents a challenge which testing programmes such as this one address.
- It is not possible to establish how individuals became infected. We may work to the following assumptions which are not conclusions:
 - ✓ International travellers most likely contracted the virus in their home countries or when in transit.
 - ✓ Boarders who remained in the UK most likely contracted the virus in their host's household or through community transmission
 - ✓ Boarders who were part of the SBC course most likely contracted the virus through community transmission outside of college or contact with someone in the boarding

house who was positive through community transmission within college. All SBC staff tested 'negative'.

Cardiff Sixth Form College has/had no jurisdiction over any of these three groups.

Response

- In direct response to the testing programme, CSFC took immediate measures to contain the situation, re-testing individuals to ensure negative status and isolating students, as appropriate. Increased cleaning and sanitising of all areas of the college was undertaken.
- As students are able to leave self-isolation, strong measures are being introduced to continue to maintain safety in the boarding houses. These measures include:

- Students that are reintroduced into the boarding environment should be using their cluster areas as their main area of use. Their social bubble must only consist of their cluster.
- Students that live on their own (studios and twins) must liaise with house staff to ask about a small social bubble. Either by being included into a cluster on their own floor or a maximum of 2 studios on their floor.
- Kitchens must be kept clean at all times. Any misuse of kitchens may result in the removal of this privilege.
- Students must be clear that any contact with anyone outside their social bubble or anyone isolating will be treated as a severe breach of school rules.
- Students should leave boarding to visit the canteen for food and must leave in groups of a maximum of 3. They must stay within these groups for their meal, distancing as much as possible from other groups.
- Daily exercise to be allowed in groups of 2 with strict time restrictions. Under no circumstances should anyone exercise anywhere other than the prescribed exercise routes.
- Any shopping must be done online and staff will deliver to student's room.
- Staff will be performing increased, regular patrols throughout the day and night to ensure students are in the right places.
- Entrance areas should not be used for any reason.
- Common areas (common rooms/ laundries) to only be opened by permission of boarding house staff to a single social bubble at any given time.

- Further measures will be introduced as all students come out of isolation and as we prepare for the return to in-school learning. All measures are designed to ensure the safety and wellbeing of everyone whilst enabling students to learn effectively:

Outside College

- Access to Cardiff will be significantly, if not entirely restricted.
- Students should visit the canteen for meals, as it is safe to do so and ensures a healthy, balanced diet of freshly-cooked food. The fresh air taken on the short walk from accommodation is also essential for wellbeing.
- In time, we shall risk assess the One Stop Shop and local barbers to see whether these services can be offered.
- We continue to encourage students to use online delivery services for any items the college does not provide.
- No leave requests will be granted other than in exceptional circumstances as approved by the Principal or the Head.
- Daily exercise, following prescribed routes and approved by House Parents, is encouraged.
- No visitors are allowed access to CSFC other than approved contractors or individuals whose visit has been approved by the Principal or the Head.
- All other guidance is included in our Reopening & Continuity Policy.

Within College

- The measures in place before Christmas continue and failure to adhere to them will result in sanctions, as outlined in the Reopening & Continuity Policy.
- All other guidance is included in our Reopening & Continuity Policy.

Travel

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- CSFC considers any travel away from college to be an unnecessary journey, in line with government guidelines, and advises against all travel.
- Staff and local students will continue to assess the risk their necessary journeys present and take all measures required to ensure safety.

Impact of Covid on Education

At all times we remember that, amidst a global pandemic we are a school that provides exceptional academic, pastoral and co-curricular opportunities to young people who aspire to achieving top examination results and accessing world-leading universities. This commitment to excellence has never wavered.

In the summer of 2020, Qualifications Wales called upon schools and colleges to deliver a Centre Assessment Grade for each student and place them in a rank order for their subject. This measure was introduced at the end of March 2020 and replaced traditional examinations. CSFC graded all students based on clear, objective evidence and delivered the grading and the rank order with integrity, signed off by the Principal. We evidenced that, in line with previous cohorts and with mock exam data, our students would have achieved exceptional results.

These grades were then adjusted by an algorithm designed by Qualifications Wales and the results delivered to students in August 2020. What followed was a public outcry and an immediate U-Turn, with all candidates being given the Centre Assessment Grades their schools had awarded them. Significant 'grade inflation' and the over-filling of university places were two immediate outcomes. In this context, Qualifications Wales seeks to design a robust system of assessment for candidates in 2021.

In November, 2020, Qualifications Wales indicated that candidates would be measured on:

- **Teacher Managed Assessment** - in-school tests, designed and marked by WJEC, supervised by class teachers.
- **Centre Based Outcomes** - evidence-based grades given to candidates by their school/college and moderated by the WJEC.

The decision to move all Welsh schools online in January 2021 means these plans have been suspended and we await confirmation of how the WJEC will assess students, this year. IGCSEs are, at the time of writing, continuing to be assessed by formal, public examination.

Based on what we know, as described above, we anticipate the probability that A/AS grades in 2021 will consist of a combination of the following:

- Some in-school assessment, designed and marked by WJEC
- Grades, signed off by the Principal, based on the work of the student that the college has overseen and can verify to be that of the candidate

Further, very few students sitting WJEC exams (outside Cardiff Sixth Form College) are international students and there is no precedent for exceptions being made for candidates outside of the country.

For these reasons we continue to advise that students must learn in Cardiff, if on roll and sponsored as an international boarder. We consider it in the best interest of the student's academic outcomes. Students on roll as local/day students are in the same position as all other learners in Wales.

Summary

Cardiff Sixth Form College has demonstrated an exceptional response to the Covid19 pandemic. Prior to Christmas 2020, two local students tested positive for the virus whilst already isolating as a precaution as per our policy. Any staff members who tested positive also did so whilst in isolation and in all cases absolutely no contact with anyone in college had been made.

Since February, 2020, regular communication with all stake-holders (parents, students, guardians, agents, staff, governors) has been ongoing, open and transparent. Measures were introduced long before they became mandatory in schools, including restricting contact outside of school, post-travel isolations, the mandatory wearing of face-coverings, mandatory temperature monitoring etc.

Cardiff Sixth Form College has always used government regulation as a basic minimum standard and has delivered on a stated promise to ensure exceptional education in the safest environment.

Based on our exceptional safety record, our robust policy and safety measures and our ongoing determination to maintain a covid-secure environment, we consider CSFC to be a safe environment in which students can be awarded exceptional AS/A Level results in 2021. We advise that boarders should remain in place in Cardiff for the following reasons:

- Our priority is everyone's safety, wellbeing and ability to receive an excellent education. This is best delivered in person or online in Cardiff, if required.
- CSFC has an exceptional track-record on covid safety and is returning to being a covid-secure environment. The number of cases discovered are evidence of our robust measures (testing of asymptomatic individuals) working to true effect and we work to the safe assumption that no cases discovered in January 2021 were contracted under the supervision of CSFC.
- Government advice changes quickly and our ability to respond immediately is enhanced when all students are in situ and ready to return to college.
- In-school learning could re-commence as soon as 29 January, based on the latest information released by Welsh Government. Despite the indication being that it could be delayed until mid-February, we must not second-guess any decision and must be ready to return at the earliest opportunity.
- IGCSEs will be decided by formal, public examination.
- There has been no advice from BSA or Welsh Government that international boarders should return home.
- Non-essential travel is not permitted by Welsh Government. To leave an environment where accommodation and all human needs are well-provided and where education is being delivered would be considered a non-essential journey which may be reportable. International travel is, moreover, a demonstrable risk.
- There is no guarantee of safe return to Cardiff. As countries around the world, including the UK/Wales continue to review travel and make regulatory changes, daily, a student who has not returned or who departs may find themselves unable to return to Cardiff.
- We are unable to state that any work not completed under our supervision can be verified by us and we anticipate that a robust system of moderation and checking of grades delivered by the college will be in place this year in order to combat the complications uncovered in 2020 (as described above). The Principal must sign-off all college grades and cannot do so unless we are able to absolutely verify that the work is that of the candidate.
- We must assess candidates under formal conditions (yet to be devised) in order to ensure secure grades for each candidate and have no way of doing this for candidates who are not under our supervision.

All of the advice offered above is given in good-faith and in line with the latest government guidance. The situation is unprecedented and at all times we act in the interest of everyone's safety, wellbeing, ability to learn and to achieve exceptional outcomes.



COVID-19
Reopening & Continuity
Policy

October 2020

Document Quality Control

Original

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Document Reviews/Updates

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Introduction

Having successfully managed the partial closure of the college in March and the subsequent switch to online learning, the college CRT (Coronavirus Response Team) planned for the reopening of the college in May. A draft version of this policy was sent to all stake-holders for consultation. By June, it was clear that CSFC would not be reopening before September 2020. Schools in Wales did partially reopen from 29 June, after CSFC term had ended.

The Minister for Education announced on 9 July that all learners would return to school in the autumn term. The Welsh Technical Advisory Group (TAG), which provides scientific and technical advice to Government during emergencies, recommends that schools “plan to open in September with 100% of pupils physically present on school sites, subject to a continuing, steady decline in the presence of COVID-19 in the community.”

Coronavirus Response Team:

Tim Fish	<i>Safeguarding/ COVID-19 Governor</i>
Gareth Collier	<i>Principal</i>
Tom Arrand	<i>Head</i>
Rebecca Clyde	<i>Head of Academic Studies</i>
Lisa Morton	<i>Head of Pastoral Care & Safeguarding</i>
Sharon Wright	<i>Bursar</i>
Gethin Thomas	<i>Head of Boarding</i>
Hayley Bendle	<i>Head of Higher Education</i>
David Fear	<i>Operations Manager</i>
Paul Fletcher	<i>Student Services Manager</i>
Charlotte McQuaid	<i>Academic & Data Manager</i>
Cerys Williamson	<i>College Secretary & PA to Principal</i>

This Policy should be read in conjunction with the following official guidance:

- [Operational guidance for schools and settings from the autumn term](#)
- [Keep Education Safe: Guidance for Independent Boarding Schools in Wales](#)
- [Guidance on Learning in Schools and Settings from the Autumn Term](#)
- [Health & Safety Executive e-Bulletin to Schools](#)
- [CLEAPPS Guidance](#)
- [Test, Trace, Protect Strategy](#)
- [Keeping Learners Safe](#)
- [Taking all reasonable measures to minimise the risk of exposure to coronavirus in workplaces and premises open to the public](#)
- [Wales Safeguarding Procedures](#)
- [Guidance on Testing & Contact Tracing in Educational Settings](#)
- [Wales Test, Trace, Protect Strategy: Covid-19 Guidance for Educational Settings](#)

Mission Statement

Cardiff Sixth Form College will deliver exceptional education in the safest environment. The health, safety and wellbeing of all members of the community will be at the heart of all our thinking, planning and action; we will not compromise on safety. Not a moment's education will be lost whether teaching online, in Cardiff, or a combination of both. This applies to all students on roll and in Cardiff.

BSA Covid-Safe Charter

Cardiff Sixth Form College is a member of the Boarding Schools Association and conforms to the BSA's Covid-Safe Charter as a basic minimum standard. The charter is set out below:

Prior to reopening schools will:

- Conduct a deep-clean of all school indoor environments, including classrooms, bedrooms, kitchens and bathrooms
- Decide on any regular testing procedures and advise pupils and parents accordingly. Support COVID-19 testing wherever possible
- Evaluate and adapt any medical procedures to ensure compliance with the recommendations of public health bodies
- Ensure that staff do not work (or have contact with pupils) if they have symptoms, have tested positive or have been in contact (within the last 14 days) with anyone who has
- Provide a suitable isolation area to care for pupils who show symptoms and/or test positive
- Train staff in the safe management of boarding houses under new guidance and school procedures and in COVID-19 nursing for appropriate staff
- Advise parents, guardians and agents of the school's policies on contact sports, trips and external matches, school assemblies and the provision of boarding during exeats and October half-term holiday (*NB, CSFC does not run boarding exeats or half terms*)

Before departure from home

- Contact each pupil and their family, through their guardian if appropriate, to explain arrangements and answer any questions
- Provide written information on arrival procedures, including restrictions on parents entering the buildings
- For international pupils, confirm the arrangements for collecting the pupil from the point of arrival in the country, transport to school and quarantine procedures
- Provide each international pupil and parent with a letter on school-headed paper confirming those arrangements in line with sponsor requirements
- Provide international pupils and parents with emergency contact details which includes a 24hr out-of-hours service while any pupils are travelling

At school

- Require appropriate social distancing in all areas of school
- Guarantee availability of soap in all washing areas
- Require regular hand washing by pupils and staff
- Provide hand sanitiser⁽¹⁾ stations at key points in the house and around the campus
- Provide pupils and staff with the opportunity to raise any concerns
- Ensure laundry procedures are clear and safe for staff and pupils
- Ensure appropriate PPE for any staff performing roles which will require it⁽²⁾
- Implement enhanced daily cleaning procedures in the boarding houses and school and ensure all relevant staff have appropriate PPE
- Allow pupils and staff to wear masks or face coverings (other than for activities where this is not advised)⁽³⁾
- Display clear notices explaining new procedures

- Ensure safe occupancy levels of all facilities and areas, including classrooms, dining rooms, bedrooms and bathrooms
- Explain clearly any measures required when pupils are allowed to leave site
- Ensure equipment is not shared between pupils, other than when appropriate cleaning has taken place
- Allocate appropriate recreation areas (inside and outside) for use by designated boarders and ensure they are aware of any new procedures and safe occupancy levels
- Conduct regular temperature checks of all pupils and staff and of any visitors, including parents
- Be very clear that any bullying related to the pandemic will not be tolerated.

(1) Schools are advised to follow public health advice on the suitability and chemical properties of such products

(2) Schools must take care to ensure the equipment is suitable for the tasks concerned and that staff have been trained in safe use

(3) Use of face coverings should be risk-assessed if pupils are undertaking any strenuous activity

For international pupils upon arrival in the country

- Ensure the pupil is met by a named person, which could be a guardian, who is aware of, and follows, appropriate social distancing guidance
- Ensure that the named person wears a face covering at all times when in proximity to the student in enclosed areas, especially in vehicles unless screens are provided
- Ensure that the journey to school is direct, that the vehicle contains sanitiser and suitable wipes, and that any required toilet stops are conducted in accordance with relevant safety guidelines
- Depending on the length of journey, provide the student with suitable food and drink and ensure that packets, bottles and containers are sanitised before use.

For all pupils upon arrival at school

- Ensure all changes to routines and all new safety arrangements, which have been previously notified in writing, are fully explained to pupils, with full induction for any pupils new to the school
- Encourage the pupil to contact home shortly after arrival
- Explain the new fire evacuation procedures and conduct a drill soon after arrival
- Ensure the pupil has an opportunity to discuss their fears, worries and concerns with a trusted adult.

Duty of Care

Cardiff Sixth Form College considers its duty of care to its students, staff, parents and wider community members to be its most important responsibility. We put the health, safety and wellbeing of everyone at the heart of all of our decision making.

Preparation for re-opening

Following a carefully-formulated plan, the CRT have prepared the college for reopening. All aspects of the reopening plan are covered in the Risk Assessment, which is published on the college website.

Health, Safety and Wellbeing Measures

The health, safety and wellbeing of all members of the CSFC community is our overriding priority, guiding all our decision-making. All members of the community share a responsibility to ensure that they are doing everything possible to limit the potential spread of any virus. This includes social distancing, isolating when necessary and maintaining the highest standards of personal hygiene.

The Risk Assessment, updated daily, will analyse our capacity, resources, training and the impact of our measures.

Full, detailed guidance on all these measures will be published to parents, students, staff, governors, agents, guardians and contractors prior to reopening. A version will be available for visitors.

Cardiff Sixth Form College is committed to complying with every element of The Welsh Government's [Operational Guidance for Schools and Settings from the Autumn Term](#).

Cardiff Sixth Form College's COVID management plan is underpinned by four key principles:

Distancing

- Everyone must attempt to keep distance from each other, as much as possible, at all times. This always means two metres from an adult (and adults, from each other). Although two metres cannot be achieved between students at all times, they should aim for a minimum of one metre when moving around the college, when at lunch and when socialising. Everyone must follow the one-way system around the college and not exceed the limit of people allowed in a room/toilet block. *Please also see below where 'contact' is defined.*

Congregating

- No one at Cardiff Sixth Form College should be congregating (meeting in large groups) under any circumstances. Lessons are well-managed, with strict hygiene controls. The majority of activities are online, with some taking place in school subject to clear Risk Assessments and staff supervision. Students who meet outside for fresh air must observe distancing rules. Mealtimes are well-managed and students are reminded that they must not have face-to-face contact. Also, in order to ensure we can feed every student in the time available, we politely remind students that they cannot use their phones in the dining hall. We all agree, of course, that using a phone whilst eating is not good manners and that this rule can become a general expectation.

Hand Hygiene

- Everyone is reminded of the need to wash their hands, regularly and thoroughly, and to sanitise their hands as often as possible. Hand sanitiser stations are located around the college and are well-stocked.

Respiratory Hygiene

- Everyone is reminded of the need to cover their nose and mouth if they cough or sneeze, to catch their sneeze in a tissue (or their elbow) and to safely dispose of the tissue afterwards. We ask everyone to wear a face-covering in all shared spaces, unless a teacher advises that it is safe to remove it or unless exempt from wearing one.

Boarders returning to Cardiff

- Boarders returning to Cardiff should confirm their full travel details prior to travelling, (two weeks in advance, if possible) in order for boarding staff to prepare for their arrival and isolation requirements.
- Specific days for returning to CSFC are published. All transport from UK airports will be arranged by CSFC. Any student who is returning at a time other than those published, must disclose their plans. If collected by an approved guardian, the collection must be acknowledged by the Student Services Manager and any self-isolation required will commence from the point at which they arrive at CSFC.
- All boarders travelling to Cardiff are sent the [UK Passenger Locator Form](#), with an explanation.
- Full disclosure of symptoms, contact with confirmed cases and travel history to be made, prior to travel.
- On returning to the UK, boarders are required to self-isolate for up to 14 days depending on the latest UK/Welsh guidance. Those returning from countries not on the isolation list are still required to self-isolate in order to maintain a safe boarding environment.
- All returning boarders will learn online until they are able to return to the classroom.
- All returning boarders will be tested for COVID-19. Boarders may return to the classroom once a negative result has been confirmed and the required quarantine period has been served.

Testing procedure

- When pupils arrive at their accommodation, they will be taken to their rooms where they can begin to unpack and read through their welcome pack.
- They will be told when their testing time is and the medical team will either knock and test each student in the entrance to their room or usher them to a safe and approved location for testing.
- The strictest distancing and hygiene measures will be in place until results are returned.

Christmas Vacation

- Cardiff Sixth Form College closed between 16.12.2020 (1700pm) and 04.01.2021 (0700am).
- Individual families made the decision as to how best ensure a safe break at Christmas. The role of Cardiff Sixth Form College was to offer the best advice and most accurate information. The options were laid out as below:

Option 1 – SBC ‘Future Success’ Boarding Course at Cardiff Sixth Form College

- SBC, a member of the Dukes Education Group, offer a full programme of academic activities, events and full boarding, at Cardiff Sixth Form College.
- Students who engage in this programme will be supervised throughout, by the SBC staff. This is a separate organisation to Cardiff Sixth Form College.
- Students will be able to continue to occupy their own rooms unless movement is required within the house to facilitate safe and effective course management.
- A considerable benefit to participating on this course will be that no student who is on the course will have to isolate when school resumes in January, other than for any reason laid out in our policy.

Option 2 – Returning home

- Students who choose to return home for Christmas are responsible for all outbound travel arrangements.
- We can help and advise individuals, who should contact their Head of House for support. Travel restrictions and other requirements, such as COVID tests, must be understood in advance and the college must be given clear information in advance if we are required to support in any way. Assistance for a safe return to Cardiff Sixth Form College is also available for all full members of the college.
- The term dates are set. Students may only travel after the end of term and must return at the start of the next term. Exceptional circumstances *may* be considered and must be put in writing to the Head or Principal. The requirement to self-isolate in the country of arrival is not an exceptional circumstance.
- No online lessons can be offered to students who leave Cardiff early, against our advice or who become stranded in their own country (other than in exceptional circumstances). A full, successful return to Cardiff in September means that all of our teaching is now ‘in person’ unless an individual is forced to isolate for any of the reasons explained in this document.
- As the UK Visa sponsor, we have a duty to report if a child has missed ten ‘contact points’ of education through unauthorised absence. Students who miss ten contact points of education risks having their visa withdrawn. A contact point is any lesson, assembly, meeting or other organised school activity to which attendance is expected.
- On return to Cardiff, travellers who have left the UK, must be transported to Cardiff by CSFC transport, will be tested for COVID and will spend up to 14 days in full self-isolation. Online lessons will be delivered to those in isolation in Cardiff.

Option 3 – Staying with an approved Guardian

- Students can stay with an approved guardian, in the UK.
- Guardians will be asked to send CSFC their plans and any relevant Risk Assessments in order for us to ensure that students are being supervised in an environment as COVID-secure as CSFC.
- Guardians will be asked to provide a signed ‘statement of COVID-19 secure arrangements’ for all returning students.

- On return to Cardiff, students will still be asked to self-isolate until a negative test result has been returned. The length of isolation depends on the arrangements that have been in place for them over Christmas.

Option 4 – Other arrangements as agreed by the College

- Families may suggest other arrangements, which we are happy to consider.
- We are bound by regulations, as visa sponsors, which require us to approve any arrangements and ensure that they are in line with the visa requirements. Students must be supervised, regardless of age, by an adult who is approved of by the college and by their guardian.
- Students will be asked to self-isolate, on return, until a negative test result has been returned. The length of isolation depends on the arrangements that have been in place for them over Christmas.

	Departing	Returning	Covid-19 Test	Self-isolation
Staff	All CSFC staff depart college by 18.12.2020	Staff return to work as per the date when their roles re-commence and following a negative test for Covid-19.	Tested for Covid-19 before returning to work	Self-isolation for 14 days, at home, if a positive test result is returned.
Local Students	Local students return home after their final lesson on 15.12.2020	Lessons start again on 06.01.2021. Local students return for the start of their first lesson.	Tested for Covid-19 before returning to college.	Self-isolation for 14 days, at home, if a positive test result is returned. Otherwise, no isolation (unless any other reason as stated in our policy) Online learning will be offered.

<p>Students remaining at CSFC (SBC)</p>	<p>Once all other boarders depart on 16.12.2020, SBC boarders are under the supervision of SBC.</p>	<p>SBC boarders return to lessons in college on 06.01.2021.</p>	<p>Tested for Covid-19 before all other boarders return (around 04.01.2021 – further details to follow)</p>	<p>No isolation Self-isolation for 14 days, in boarding, if a positive test result is returned (or for any other reason stated in our policy). Online learning.</p>
<p>Students staying with a UK Guardian/host family</p>	<p>Travel & accommodation arrangements to be confirmed by Guardians by 20.11.2020. Departure date is 16.12.2020.</p>	<p>Return between 04-05.01.2021 Arrangements must be confirmed in advance</p>	<p>Tested for Covid-19 on return to college; CSFC can arrange a Covid test prior to departure if Guardians request this.</p>	<p>Isolate on return. If a full Risk Assessment has been submitted and monitored by the Guardian, isolation will be the time it takes to return a negative test result (usually up to 3-4 days). If no Risk Assessment has been approved, isolation will be the time it takes to return a <i>second</i> negative test result (usually 7-10 days). Self-isolation for 14 days, in boarding, if a positive test result is returned (or for any other reason stated in our policy). Online learning.</p>

Students travelling home (international travel)	Travel arrangements to be confirmed by Guardians by 20.11.2020. Departure date is 16.12.2020.	Return between 04-06.01.2021 Arrangements must be confirmed in advance. Students returning from overseas must be transported from the airport by CSFC transport.	Tested for Covid-19 on return to college; Any other testing or travel requirements, specific to the country of arrival, are the responsibility of the student/parent/guardian.	Self-isolation for up to 14 days on return, with online learning.
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Note - the Welsh Government changed the required isolation duration from 14 days to 10 days on 09 December 2020.

Social Distancing

General Guidance

- As far as possible, a gap of two metres should be maintained between all people, at all times, when in public areas. Ideally, adults should maintain a two metre distance from each other and from students, at all times.
- No physical contact other than to deliver first aid or in an emergency situation.
- Toilet blocks will be adapted to reduce the number of users at any one time.
- As far as possible, a gap of one metre be left between individuals in classrooms and in the dining hall.
- There will be no unnecessary congregating or meetings. All meetings that can take place in a virtual environment, will do so. The maximum meeting capacity in the College Hall is <30 persons other than for exams which have been risk-assessed and approved by the Principal.
- It is everyone's responsibility to ensure that they are doing their best to limit the amount of contact they have with others.

Classrooms

- Classes will be taught to full capacity.
- Students must hand-sanitise prior to all lessons. All students are advised to wear a face covering unless there is a known health and safety reason not to do so. Face visors should be worn for any practical/experiment work.

- Teachers will teach from behind a plastic screen and/or a plastic face visor.
- As much social distancing to be maintained as possible, at all times.
- If students have to share a desk or work in pairs, these pairs must be the same every time in that lesson.

Groupings

Context

- The nature of GCSE/AS/A2 teaching requires a significant amount of mixing between individuals within the same year, whereas mixing between year-groups can be minimised.
- CSFC has a significant population of boarders and roughly 50 local/day students.
- The GCSE cohort form one distinct group who should avoid all contact/mixing with older students, in college.
- The AS and A2 cohort form two larger groups who should avoid mixing with each other, in college.
- The Welsh Independent Schools' Council and Welsh Parliament have confirmed that we are able to operate Key Stage 'bubbles'. Initially, we will operate year group bubbles in college and then review, from 01 October, whether to move to Key Stage bubbles.
- Local students will mix with their own year group in college and practise exceptional hygiene and distancing measures when outside of college, assessing their own circumstances and seeking advice from their Head of House if they have any concerns.
- Boarding houses are households of single occupancy. Restrictions in our two boarding houses can be more relaxed and access to each house is strictly to residents only. Our large boarding houses allow us to operate 'social bubbles' within houses of single occupancy.
- Boarding staff are grouped with the students they are assigned to supervise. Non-residential boarding staff provide overnight cover in the event of a residential member of boarding staff becoming unwell.
- CSFC will function with students learning in groupings but with as much social distancing as possible in place. The only exception is the social bubble, in boarding.

Groupings ('bubbles')

	Trinity court	Boarding accommodation	Off-site
GCSE cohort	Single bubble	CSA bubble	In CSA bubble when restrictions are lifted
CSA cohort	In year-group bubble		
AS cohort	Year-group bubble	Social bubble*	In social bubble when restrictions are lifted
A2 cohort	Year-group bubble	Social bubble*	
Day students	Year-group bubble with strong SD; separate work/social space allocated with no access to boarders.	No access	Strict SD

Boarding staff	Strict SD	Supervision bubble**	Strict SD
All other staff	Strict SD	No access***	Strict SD
SMT	Strict SD	Access as required with strict SD	Strict SD

**A social bubble will be formed in the first two weeks of term, overseen by the Head of Boarding. Students who reside in a 'cluster' room are automatically grouped with others in the cluster;*

***A supervision bubble applies to the groups of students that member of staff is responsible for supervising. SD remains in place for staff on duty other than when performing first aid or emergency intervention;*

****Non-residential boarding staff access the boarding houses to perform duties but do not have access to students until further notice.*

Year-Group bubbles

- A year-group bubble enables classes to run to full capacity.
- Students should attend class, move around college, eat meals and (local students) use the designated work areas only with others in their year-group bubble.
- Students must continue to socially distance when in year-group bubbles and demonstrate exemplary hand and respiratory hygiene, at all times.

Social bubbles

- Boarders may form a social bubble between up to six boarders.
- They must confirm their social bubble with a houseparent.
- A *cluster* automatically forms a social bubble.
- Social bubbles may socialise together in shared spaces such as common rooms, bedrooms, kitchens and other areas in the house, adhering to house rules at all times.
- Social distancing can be relaxed when in a social bubble but exceptional hygiene standards must be maintained.
- Social bubbles will be able to visit town and enjoy increased privileges as the college relaxes its measures.
- If a member of a social bubble is symptomatic or tests positive, the whole social bubble is likely to be required to self-isolate.

Gatherings

- There will be no gatherings greater than 30 people in college.
- All assemblies and briefings will be conducted online, or by email bulletin.
- The SMT will advise certain non-teaching staff to continue to work from home and devise a rota for others to work from home and in college, to limit numbers in college at any given time.
- Teaching staff only need be in college to deliver lessons. All meetings and online teaching can be done remotely.

Mealtimes

Breakfast

- Boarders will fill out a Google form, a week in advance, to state whether they wish to have a cooked breakfast in the dining room or a continental breakfast, in boarding accommodation.
- Boarding staff will release students from the houses in small groups in order to ensure maximum distancing in the dining hall.
- Staff and local students who wish to order a breakfast will also fill out a Google form, stating which days they wish to have a cooked breakfast.
- When queuing, all members of the community will stand apart, wear a face-covering and sanitise their hands prior to dining.
- Clear social distancing will be in place during mealtimes.

Lunch

Dining Hall Lunch

- Lunch is served across three periods. Each student has an allocated time to attend lunch, on their timetable and within that period, year-groups attend as follows.

	Monday	Tuesday	Wednesday	Thursday	Friday
P5a 1200	AS	AS	A2	AS	AS
P5b 1225	A2	A2	AS	A2	A2
P6a 1250	A2	AS	A2	AS	AS
P6b 1315	AS	A2	AS	A2	A2
P7a 1335	GCSE/AS	GCSE/AS	AS	GCSE/AS	GCSE/AS
P7b 1400	A2	A2	GCSE/A2	A2	A2

- Students join the queue at the start of their allocated time and maintain a distance of more than one metre between themselves and the next person.
- They wear a face-covering and sanitise their hands prior to dining. Cutlery is handed to them, wrapped in a serviette.
- They sit in an available space, within their year-group and remove their face-covering. They are reminded not to converse with others or to move around the dining hall unless to place their tray onto the rack for collection.
- Before and after their allocated dining slot, local students may use their work area. Boarders in Shand House can return to the house. Boarders in Liberty may congregate in Hall West.

Packed Lunch

- Students have the option to take a cold lunch from the dining hall at the start of their allocated lunch period.
- They should queue with everyone else, take a lunch bag and then return to their boarding house or to their local student work area to eat their lunch. A student who takes a cold lunch may not also have a hot lunch.
- Staff can order a cold lunch and collect it from the staff room after 11am.

Evening meal

- In order to maximise distancing, the evening mealtime-slot will run from 1630-1900.
- Students are encouraged to have their evening meal early, if they do not have lessons at the end of a school day.
- There are no specific allocated times for evening meals.
- When queuing, all members of the community will stand apart, wear a face-covering and sanitise their hands prior to dining.
- Clear social distancing will be in place during mealtimes.

Recreation time

- No boarders will be permitted to leave college or boarding accommodation until further notice.
- Exceptions to this include exercise (which must be authorised by the duty houseparent) in designated areas and leave requests in exceptional circumstances (which must be authorised by the Head of House and Head of Boarding). No person who is self-isolating will be allowed to leave the college to exercise. Shops are out-of-bounds. Some access to certain outlets may be permitted and a list of approved outlets is confirmed in the Head's weekly letter.
- Boarding staff will endeavour to organise safe activities for boarders to participate in.
- All students need to carry a back-pack for their school books and equipment. Local students will have a room allocated in college for work and safe-stowage of equipment. Boarders will not be able to access a locker in college but may return to accommodation to collect equipment.
- When it is safe to do so, boarders may take recreation time unsupervised in their social bubble. Boarding staff approve any requests for such activity.
- Supervised recreation with social distancing will be within accommodation or year group bubbles.

Local Travel

- We encourage all local students and staff to avoid public transport unless unavoidable. Individuals who cannot be transported by car, bicycle or on foot, should discuss their circumstances with the college who will advise.
- If public transport is a necessity, they should wash their hands thoroughly on arrival to college and wear a face-covering whilst travelling.
- Boarders who need to make a local journey must get their proposed plans approved by their Head of House before any plans are confirmed.

In College (Trinity Court)

- CSFC will endeavour to keep class sizes as small as possible.
- Students will sit apart during lessons, wherever possible.
- Any work that requires movement (eg. practical work) will be carefully managed and risk-assessed to reduce all contact.
- Teachers will be protected by a visor, face covering or Perspex screen.
- A one-way system will be in operation in the corridors and on the staircases.
- When not in lessons, boarding students must return to the boarding houses to study. Local students may return home to study if they are able to. However, if they are unable to travel home, they can make use of their allocated study area in Trinity Court.

Co/Super-Curricular Activities

- Wherever possible, activities will continue online.
- If safe and practical to do so, within sensible parameters, some activities can take place in college when a Risk Assessment has been agreed.

Boarding Houses

Boarders may mix with their social bubbles, as agreed with House Parents and should wear a face-covering in all public places.

Common Rooms and other shared spaces can be accessed with the House Parents' consent.

From time-to-time, stronger measures designed to manage a situation may be introduced which will be clarified by the House Parents and in the Head's weekly letter.

From January, 2021 (until further notice) such measures are:

- Students that are reintroduced into the boarding environment should be using their cluster areas as their main area of use. Their social bubble must only consist of their cluster.
- Students that live on their own (studios and twins) must liaise with house staff to ask about a small social bubble. Either by being included into a cluster on their own floor or a maximum of 2 studios on their floor.
- Kitchens must be kept clean at all times. Any misuse of kitchens may result in the removal of this privilege.
- Students must be clear that any contact with anyone outside their social bubble or anyone isolating will be treated as a severe breach of school rules.
- Students can leave boarding to visit the canteen for food and must leave in groups of a maximum of 3. They must stay within these groups for their meal, distancing as much as possible from other groups.
- Daily exercise to be allowed in groups of 2 with strict time restrictions. Under no circumstances should anyone exercise anywhere other than the prescribed exercise routes.
- Any shopping must be done online and staff will deliver to the student's room.
- Staff will be performing increased, regular patrols throughout the day and night to ensure students are in the right places.
- Entrance areas should not be used for any reason.
- Common areas (common rooms/ laundries) to only be opened by permission of boarding house staff to a single social bubble at any given time.

Hygiene

- Hygiene & handwashing will be reiterated to all students and staff via virtual assemblies, briefings, PSE sessions & posters around the college.
- We insist on exceptional hygiene, at all times and rely on everyone to respond with maturity and consideration to this clear request.
- Students are reminded to wash their hands each morning upon leaving boarding, when returning to boarding after their school day, when they arrive in the college reception, in-between classes, prior to eating, and after using the toilets etc.
- Hand sanitiser stations are available and re-stocked throughout the College building and boarding houses.
- Students and staff are expected to hand-sanitise regularly and are advised to carry their own hand-sanitiser as well as using the ample college supplies.
- Students and staff are expected to wear a face covering when in a public place in college. If they have a health reason not to do so, this must be disclosed.
- The school teaching block's air conditioning system is externally ventilated, and we are opening windows in communal areas to increase the airflow.
- Cleaning/disinfecting of all college facilities is maximised. Catering staff exercise the highest standards of hygiene in their preparation and serving of food.
- Teachers wipe down classrooms with anti-bacterial wipes after each session.
- The 'Catch it, Bin it, Kill it' message will be regularly reinforced and exceptional respiratory hygiene expected, at all times.
- All students and staff are asked to not wear any clothing items for two consecutive days and to wash all clothing regularly.

Use of Personal Protective Equipment (PPE)

- CSFC has a supply of essential equipment for staff who require it (cleaners, technicians, etc).
- Individuals who choose to use their own, are welcome to do so.
- When worn, face-coverings should cover the mouth and nose and be thoroughly cleaned or replaced after each day's usage.
- Likewise, gloves or glasses should be used appropriately and kept clean/replaced, as necessary.

Health-monitoring

- Our aim is to test all students and staff prior to returning to CSFC and to repeat those tests after two weeks and then as required.
- Temperature checks will be taken on entry to college and on entry to boarding accommodation. If anyone's temperature is high they will immediately inform the receptionist and depart, returning home or to boarding accommodation awaiting further instructions from college.

If an individual is symptomatic

- Students/staff must not attend college if they:
 - feel unwell, have any of the identified COVID-19 symptoms (a new continuous cough, a high temperature or loss of taste or smell) or they have tested positive to COVID-19 in the past 7 days
 - live in a household with someone who has symptoms of COVID-19 or has tested positive to COVID-19 in the past 14 days.
- Anyone with these symptoms should enter into self-isolation for a period of 10 days or until a negative test result has been established and a medical professional has advised them that it is safe to return.
- Day students and staff should remain away from college and communicate their symptoms to college. If a day student feels ill during the day they must isolate in the medical centre until they can be safely collected. If a day student's household member is symptomatic, the student must remain away from school and communicate the situation to school.
- Boarders should remain in their rooms and communicate their symptoms to the boarding staff and school nursing team who will make arrangements for their care whilst in self-isolation.
- CSFC will assess whether other members of the community should self-isolate as a precaution (see below 'isolation?').
- Members of staff should remain at home and communicate their circumstances to the college. If a member of staff feels ill during the day they must return home immediately or isolate in the medical centre until they can be safely collected.
- Individuals should remain away from the college (or in isolation at college) and avoid all contact for 10 days and must be symptom-free when they return.
- Staff and day students should seek medical advice and communicate that advice to the college. Boarders will be advised by our own medical team. They must be tested for COVID-19, either through our own privately-sourced testing regime or via an NHS test, if clearly symptomatic.
- CSFC will actively engage with the Welsh Test, Track, Protect (TTP) protocols when an NHS test is positive. When reporting a case or suspected case, the following information must be submitted by the school to TrackandTrace@cardiff.gov.uk:
 - i. The COVID-19 Risk Assessment
 - ii. Numbers of pupils and breakdowns per year; numbers of staff
 - iii. Any infection prevention and control (IPC) actions already taken
 - iv. The testing status of individuals concerned
 - v. The isolation status of individuals concerned
 - vi. Other possible exposures
- In the event of a positive test, a contact tracer will contact the person tested to help identify potential contacts. A second contact tracer will then get in touch with those contacts and advise them to self-isolate for the required number of days from their last contact with the person who tested positive. These people will only be required to take a test if they develop symptoms.

- People are considered as potential ‘primary’ contacts if they were in *contact* with the person who has tested positive during a period beginning up to two days before symptom onset and ending when the case entered self-isolation. This is based on current understanding of the main period of infectivity. A *contact* is defined below.
- CSFC may advise ‘secondary’ contacts to isolate as a precautionary measure, if we have reason to believe that they may be considered ‘primary’ contacts if a pending test result proves to be positive. This precautionary measure is designed to significantly reduce the number of isolated contacts in the event of a positive test result.
- Where staff have maintained social/physical distancing rules and adhered to hygiene measures during work and where required have used personal protective equipment (PPE) or worked behind an appropriate screen or partition, they would not be regarded as part of a contact tracing exercise for these purposes. A positive test on site therefore does not require closure of the college.
- CSFC will continue to monitor and record all suspected cases.

Isolation

Students will be asked to isolate for the following reasons:

i. Severe breach of CSFC COVID rules

The rules we have in place are to safeguard the entire community. A severe breach of these rules, as determined by the Head of the College, may result in a period of isolation and a re-test at the expense of the parents. A subsequent severe breach of the rules puts the individual’s place at Cardiff Sixth Form College at jeopardy and the Principal reserves the right to ask an individual who is putting others at risk, to leave Cardiff Sixth Form College temporarily or permanently.

Severe breaches include:

- leaving CSFC (boarding accommodation or teaching block) without permission;
- breaking isolation (leaving bedroom when asked to isolate);
- acting against an individual’s right to privacy;
- causing reputational damage to an individual or to Cardiff Sixth Form College.

ii. Symptomatic

If an individual has COVID-19 symptoms, they will be asked to self-isolate and to be tested for COVID-19 (see above). The official symptoms are a high temperature, a new and continuous cough or the loss of taste/smell.

iii. Contact with an individual who has tested positive, who is symptomatic or whose household member is positive or symptomatic

If an individual either tests positive or is symptomatic, we will immediately isolate their ‘social bubble’ and then identify anyone else with whom they have come into contact. We define ‘contact’ to be:

- The social bubble;
- Any other face-to-face contact (within 1 metre) including:
 - a. being coughed on
 - b. face-to-face conversation
 - c. skin-to-skin contact
 - d. contact within one metre for 1 minute or longer without face-to-face contact;
- A person who has been within two metres of someone who has tested positive for COVID-19 for more than 15 minutes;
- A person who has travelled in a small vehicle with someone who has tested positive.

Ideally, the only people who would have to isolate are the social bubble and any other person who has sat next to someone in a lesson.

Everyone should be able to state how many people they have had ‘contact’ (as defined above) with.

CSFC may pre-empt isolations by asking *secondary contacts* to isolate themselves whilst we await a test result.

iv. A positive test for COVID-19

If a student is tested for COVID-19 and tests positive, parents will be contacted and the situation will be explained.

Anyone who tests positive will be isolated and their contacts will be identified and also isolated for the required period of time.

Identifying clusters and outbreaks

- A potential **cluster** is defined as two or more positive cases of COVID-19, following NHS tests, among students or staff in an educational setting within 14 days or an increased rate of absence due to suspected or confirmed cases of COVID-19.
- A potential **outbreak** is defined as two or more confirmed cases of COVID-19 among students or staff, following NHS tests, who are direct close contacts, proximity contacts or in the same ‘bubble’* in the school/setting, within 14 days (*This may be a class, year group, boarding house/corridor or other defined group.).
- Confirmed cases of COVID-19 will be flagged by local contact tracing teams and followed up with other local educational settings to establish the potential of clusters or outbreaks.
- If a potential cluster or outbreak has been identified by CSFC we will contact the regional multiagency TTP Team as soon as the potential cluster or outbreak has been identified.

College Closure

Full closure

- If a directive (from the Welsh Government or Public Health Wales) is given that the college (or all UK/Welsh schools) must fully close due to a further outbreak, we will immediately revert to our remote education plan.

- Our intention will be to continue to educate boarders online, whilst accommodated in the boarding houses, during term time, if they are unable to leave. Our activity will be recorded with Care in Wales Inspectorate.
- The Principal or the Head will confirm which staff are required to work in college and which will work from home.
- If another body, such as the BSA, advises that (boarding) schools be closed, the Principal will consider their advice with the Governors.

Partial Closure

- If a directive (from the Welsh Government or Public Health Wales) is given that the college (or all UK/Welsh schools) must partially close (remain open for children of key workers and continue to supervise boarders), we will immediately revert to our remote education plan.
- We will continue to educate boarders online, whilst accommodated in the boarding houses, during term time. Local students will learn online, from home, unless they are classified as vulnerable.
- The Principal or the Head will confirm which staff are required to work in college and which will work from home.

Visitors to CSFC

- Any visitors to the college must be approved by the Principal, or the Head in his absence.
- All visitors receive a letter outlining our safety protocols which they agree to by signing our Track & Trace disclosure.

School Trips

- Until all restrictions in the UK are lifted, CSFC will not participate in any trips or visits.
- CSFC will review whether non-residential trips and visits can operate on a case-by-case basis, in line with government advice, after 01 October.
- CSFC will endeavour to engage in online/virtual trips, visits and competitions as appropriate.

COVID-Related Bullying

- CSFC has a robust anti-bullying policy which applies to all members of the community.
- As an inclusive, diverse community, we stand against all forms of bullying and intimidation. Any accusations of COVID-related bullying will be investigated and dealt with under the anti-bullying procedures of the college.

COVID-19 Sanctions

Cardiff Sixth Form College operates a comprehensive and effective Rewards & Sanctions Policy. The measures outlined below are a helpful summary of how we respond to breaches of current

measures in place designed to safeguard the entire community in response to the COVID-19 pandemic.

Behaviour which puts self & others at Low-Level risk

Low-level risks may include:

- Failing to make any effort to socially distance;
- Not wearing a face-covering or deliberately wearing it incorrectly;
- Ignoring the one-way system at quiet times;
- Deliberately acting in such a way as to cause a delay (eg using phone in canteen);
- Deliberate contact with another student, in college.

This list is not exhaustive and Heads of Houses/House Parents may judge if an action presents a low-level risk.

If a rule is broken either in Trinity Court or in boarding accommodation which is judged to cause a low-level risk:

- i. The student(s) in question will be reported to their Head of House/Houseparent who will reiterate the importance of following rules in order to keep the college community safe as a whole. A log of this will be kept on ISAMS as a record that the student/s have been spoken with.
- ii. If the behaviour persists, the Head of House/houseparent will issue a Verbal Warning (logged on ISAMS) and there will be a reiteration of the importance of adhering to college procedures. Parent/guardian will also be emailed as a polite reminder that all members of the college community are expected to adhere to college procedure for the greater good of the community.
- iii. If the student does not show adequate understanding of the regulations that are in place, the Head of House/Houseparent will book them in for a Public Health Awareness workshop with the college Medical team. This will be logged on ISAMS.
- iv. Further infringements become high-level risks.

Behaviour which puts self & others at High-Level risk

High-level risks may include:

- Contact and congregation with others in a non-COVID secure environment, outside of social bubble;
- Prolonged physical contact;
- Breaking the boundaries that are in place (eg visiting a retailer which is not on the college 'safe list');
- Failing to isolate when asked to do so;
- Deliberate contact with someone from outside College;
- Persistent low-level misconduct (see above);
- Conduct, outside of College, which breaks local government restrictions.

This list is not exhaustive and The Head of Pastoral or Head of College may judge if an action presents a high-level risk.

If a rule is broken which is considered to be a high-level risk to self or others:

- i. The student(s) (including any innocent parties who have been in contact with individuals under investigation) in question may be asked to isolate, pending further investigation and may be required to take a test for COVID-19, at their parents' expense.
- ii. The student will receive a Formal Warning from the Head of Pastoral or Head of Boarding and be sanctioned, appropriately. This will be logged on ISAMS and communicated to parents/guardians in writing.
- iii. A second incident of high-risk activity will result in a Temporary Suspension of up to one week from Cardiff Sixth Form College, which the Head of College will communicate to parents/guardians in writing.
- iv. Further infringements will result in the Permanent Exclusion of the student, by the Principal.

It is the duty of Cardiff Sixth Form College to report any infringement which breaks the law or COVID-19 regulations as set out by Welsh Government, to the proper authorities, which may include the police.

Provision of Education

Confident that we are able to operate as a college, with the above measures in place, we will ensure that all students receive exceptional teaching and learning. Our commitment is to ensure that this can be delivered in Cardiff, online, or both if circumstances require.

Stages of operation:

- | | |
|------------------|--|
| S1. Fully Open | Business as usual: no travel or trip restrictions. |
| S2. Open | Business as usual: with caveats – no visitors or trips. |
| S3. Open T | In transition: some teaching in school and some remotely. |
| S4. Open B | In transition: with boarders and Open K (below). |
| S5. Open K | Key staff and vulnerable children in school. All other teaching is remote. |
| S6. Open R | Teaching is all achieved remotely. |
| S7. Fully Closed | No one on site except residents, security and maintenance staff. |

Staffing

- The following categories of teachers would not be able to come to college to teach their lessons but are still able to work:
 - In enforced quarantine because they have been in contact with someone who is COVID-19 positive.
 - In enforced quarantine as they have been tested as COVID-19 positive themselves but are asymptomatic or have mild symptoms.

- Are being shielded – these people have received notification from the Government/Medical practitioner that they must stay in isolation due to underlying health issues or being categorised as vulnerable.
- These teachers would teach their lesson remotely but as live, online lessons and not come into college. The arrangements for delivery of lessons for the students would still be the same; with 50% receiving their lessons whilst in the classroom and 50% from their rooms in their boarding accommodation/home.
- In this instance a designated member of staff would ensure the class as present, start the recording of the lesson and decontaminate the classroom after the class.

Scenarios:

Cardiff Sixth Form College Re-opens (S1, S2)

UK Schools fully (or phased) reopen with clear social distancing measures in place.

- Students would be re-called to Cardiff. Those who are unable to return, will notify college.
- Clear social distancing rules will be issued.
- CSFC will be ready to teach both online and in situ.
- CSFC will assess the number of students who will be in each class, on a daily basis, intervening, where necessary, to limit numbers and offer adapted provision.

Schools in Wales have been advised to teach to full capacity. If this advice changes and we are required to reduce capacity, we will move to a two-week timetable:

Week one

- 50% of the class is taught in the classroom by the teacher, whilst the other 50% are taught from their rooms in the accommodation block or their home.
- The lessons will be live streamed, using webcams to those students not in the classroom.
- Lessons can be recorded and placed on Google Classroom.

Week two

- As above, with the other 50% of students attending the lessons.
- In this way all students have one week in college and one week with live lessons in the accommodation blocks.
- Those students who are not attending lessons that week, can access resources and arrange to see teachers for additional support, where possible, outside of lesson times.

Cardiff Sixth Form College is Open, but a significant proportion of students are unable to attend (S3, S4)

- Flight restrictions, visas or the need to isolate may result in a significant proportion of students being unable to return to Cardiff.
- In this situation a blended learning approach is necessary, as permitted by UKVI for Tier 4 sponsored students.

- CSFC will run a regular timetable and live-stream each lesson, via a webcam, to Google Classroom. These will be recorded and accessible to all students who are learning from home, or in self-isolation.
- Teachers who are working from home will teach live lessons which are recorded and uploaded to Google Classroom.
- This applies to all students, in September. Those who choose to return home over Christmas, do so at their own risk. Online lessons will be delivered to students in Cardiff (in isolation) in January but not to those who choose not to return or to those who left early, against our advice.

Cardiff Sixth Form College partially closes (S5, S6, S7)

UK Schools partially close again, due to a second wave of infection

- In the event of a second wave and a second closure of schools, CSFC will immediately revert to CSFC-Online. CSFC will continue to accommodate those children of key workers who require daytime supervision.
- CSFC-Online is Cardiff Sixth Form College's remote strategy to deliver teaching & learning through the online Google platform.
- We shall continue to deliver IGCSE, AS and A Level courses, as well EAP lessons, IELTS speaking tests, EPQ, BMAT, ELNAT and other university entrance exam preparation sessions and PSE lessons, whilst still ensuring all students receive the outstanding tuition and guidance that they are used to.
- CSFC-Online follows a set timetable and all lessons are available for students in other time zones to participate in, at a time most suitable for them.
- Students will continue to receive the same high-quality teaching and learning experience as they would receive if they were sitting in lessons at CSFC.

Arrangements

All class notes, homework books, tests, mark schemes, PowerPoints, past papers, past EPS and mock exam papers are already on the Google Drive for students to access.

All staff have internet access at home and liaise with students via email and Google Classroom.

Whole class lessons, revision sessions, drop-in lessons and support sessions are delivered by the teacher to the class via the on-line platform Google Meet. Past exam papers and mark schemes are also available via our college Google Classroom sites electronically for IGCSE, AS and A2 students.

Google Hangouts Meet arrangements:

- All staff and students are now experienced at using Google Hangouts Meet as a platform for lessons to be delivered live by teachers. This format allows full interaction between students and their teachers. Questions can be asked, students can give their input to

lessons, assessments can happen and feedback from teachers given, all as it would be in a physical classroom setting.

- Registers are taken for each on-line Google Meet lesson, using ISAMS.
- Whilst staff are using Google Meet, they work in an open and public space at their home, such as a lounge or dining room, whilst considering what may be visible in the background of the video image before initiating a Google Meet session. Most of the time during lessons, teachers' project their computer screen to students and not their own face.
- On the transfer from classroom-based learning to on-line learning, the current CSFC timetable continues to be followed. Sudden changes made by staff or students to the timing of on-line classes will cause confusion and clashes with other lessons.
- Although we are fully aware that some of our students whilst at home operate on a different time zone, in order for all remote learning to be successful, all timetables run on UK time. We recognise that this sometimes makes it difficult for some of our students to access live on-line lessons, so all lessons are recorded and placed onto our secure Google Classroom Google Drive sites, for students to access at their own time.
- Homework and other work will continue to be set. Although there may be an increase in the amount of past papers, question booklets or other resources made available to Students on Google classroom for them to work on at their own pace, the level of homework and other work expected by teachers will remain consistent with what they receive whilst being classroom based.
- Drop-in sessions and additional support sessions would still occur, as per the timetable, with these sessions being delivered and made accessible as live online sessions, in the same way as normal subject lessons are.

Assessment

- Teachers will continue to regularly assess students' understanding and preparation for their external exams through the normal forms of assessment; in class tests, formative and summative assessments, homework, EPs and Mock Exams.
- Teachers will still provide feedback to students, both formative and summative, as usual. Work will be marked, and feedback is submitted to students via the Google Drive or email. Grades are recorded as they usually are on ISAMS.

Resources

- All class notes, homework books, mark schemes, PowerPoints, past papers, past Exam Practice and Mock Exam papers are on the Google Drive and Google Classroom for students to access.

Extra and Super-Curricular Activities

- All extra and super-curricular activities will continue, online, where possible.

Other Learning Activities

- EAP lessons, IELTS speaking tests, EPQ, BMAT, ELNAT and other entrance exam preparation sessions and PSE lessons will all continue online.

- These have all previously run as timetabled sessions as part of CSFC Online. These are formal sessions, timetabled and registered, as all lessons at CSFC are. The quality of these is as high when taught on-line, as when delivered in person.